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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

### GOVERNMENT OF GOA, DAMAN AND DIU

#### Secretariat

#### Notification

In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs letter no. F.7(11)/62-Goa dated the 25th July 1963, the Administrator of Goa, Daman and Diu is pleased to make the following rules relating to the recruitment to the non-gazetted, ministerial posts in the office of the Judicial Commissioner under the Government of Goa, Daman and Diu.

**1. Short title.** — These rules may be called Goa Government (Judicial Commissioner's Office) non-gazetted, ministerial posts Recruitment Rules 1966.

**2. Application.** — These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

**3. Number, classification and scale of pay.** — The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

**4. Method of recruitment, age limit and other qualifications.** — The method of recruitment to the said posts, age limit, qualifications and other matters

connected therewith shall be as specified in columns 5 to 13 of the aforesaid Schedule.

Provided that,

(a) the maximum age limit specified in the Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other special categories in accordance with the orders issued by the Government from time to time; and

(b) no male candidate, who has more than one wife living and no female candidate, who has married a person having already a wife living, shall be eligible for appointment, unless the Government, after having been satisfied that there are special grounds for doing so, exempts any such candidate from the operation of this rule.

5. These rules will come into effect from the date of the Notification and will relate to appointments to the various posts made on or after this date. An appointment made prior to this date through a duly constituted Staff Selection Board/Departmental Promotion Committee will be deemed to be a regular appointment, notwithstanding any provisions contained in these rules, and the probation period in that case will extend to six months only from the date of this notification.

G. K. Bhanot  
Chief Secretary

Panjim, 21st October, 1966.

## SCHEDULE

No. of posts	Name of post	Classification	Scale of Pay	Whether Selection Post or Non-Selection Post.	Age limit for direct recruits	Educational and other qualifications prescribed for direct recruits	Period direct recruits will apply in the case of promotion	Method of recruitment age and educational qualifications prescribed for direct recruits	Whether by direct recruitment or by promotion or by deputation/transfer, grades from which promotion/deputation/transfer to be made	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Circumstances in which U.P.S.C. is to be consulted in making recruitment	If a D.P.C exists, what is its composition	As required under the rules.
1	2	3	4	5	6	7	8	9	10	11	12	13	
1. Lower Division Clerk	33	Class III (Non-gazetted) (Ministerial)	Rs. 110-3- -131.4-155- -EB-4-175- -5-180.	Non-Selection	18 to 21 years	1) Matriculation or equivalent qualifications until replaced by Higher Secondary.	Age-No Qs. Yes	Two years	Promotion—12-1/2% (failing which by direct recruitment).	Promotion from Class IV Employees.	Class III D.P.C.	As required under the rules.	
2. Upper Division Clerk	54	Do	Rs. 130-5- -160-8-200- -EB-8-256- -EB-8-280- -10-30.	Selection	Do	2) Speed of 30 words per minute in typewriting in English subject to orders which are issued from time to time (relaxable for the physically handicapped persons who are otherwise qualified to hold the aforementioned post and who are certified as being unable to type on account of physical disability by the Medical Board attached to the Special Employment Exchange for the handicapped or by the staff Surgeon until such a Board is set up by the Directorate of Employment and Training).	Do	Do	Direct recruitment—87-1/2%.	Promotion:	Do	Do	
3. Interpreter Jr.	9	Do	N. A.	Do	Do	Do	Do	Promotion — 100% by promotion.	Promotion:	Do	Do	Do	
4. Interpreter Senior	1	Do	Rs. 210-10- -290-15-320- -EB-15-425.	Selection	18 to 25 years.	1. Intermediate/Senior Cambridge/Higer Secondary Certificate or equivalent qualifications.	N. A.	Do	L. D. C. having at least 3 years standing in the grade.	N. A.	N. A.	Do	
5. Translator	5	Do	N. A.	Do	2. Vth year of Lyceum. 3. Knowledge of local languages.	1. Intermediate/Senior Cambridge/Higer Secondary Certificate or equivalent qualifications.	N. A.	Do	Promotion, failing which, direct recruitment.	Promotion:	Do	Do	



**ORDER**

2-29-66-GAD(A)

Sanction is accorded to the creation of a temporary post of Director of Education in the scale of Rs. 1100-50-1300-60-1600-100-1800 with effect from 16th July, 1966 for a period of 6 months in the first instance.

The expenditure on this account should be debited to the Head «28-Education-F. General-F.1-Direction-F.1(1) Directorate of Education» and not from the sanctioned grants.

This issues under the powers vested in the Administrator under Rule 10 of the Delegation of Financial Powers Rules 1958 and with the concurrence of the Finance Department.

By order and in the name of the Administrator of Goa, Daman and Diu.

*G. K. Bhanot*, Chief Secretary.

Panjim, 7th November, 1966.



### General Administration Department

#### Civil Administration Services

**ORDER**

Sanction is hereby accorded to the regulation of the Hindu Temple of Shri Bodgeswar of Mapsa, comprising 15 sections and which with the respective list of mahajans, is signed by the Director of Civil Administration Services.

By order and in the name of the Administrator of Goa, Daman and Diu.

*G. K. Bhanot*  
Chief Secretary

Panjim, 21st October, 1966.

### Rules and Regulations of the Temple Shri Bodgeswar of Mapsa

#### CHAPTER I

##### Devalaia and its Mahajans

Article 1 — In the city of Mapsa and on the place known as Bodgeni, there exists the Devalaia of Shri Bodgeswar.

Art. 2 — The individuals of male sex professing the Hindu religion are Mahajan of the said Devalaia.

Art. 3 — The names of the actual Mahajans are already mentioned in the list which is annexed to the present Rules.

Art. 4 — Every Mahajan is bound to pay to the treasury of Devalaia the amount of two rupees as the entrance fee.

#### CHAPTER II

##### The fund, income and expenditure

Art. 5 — The immovable and the movable properties constitute the fund of Devalaia and the same

will be specifically described in the book known as «Inventario».

Art. 6 — The income of the Devalaia consists of the gifts and donations, charges of the cult, festival shops, rents of the lands that will be acquired and the interests of the sums that will be deposited in the Banks.

Art. 7 — The expenditure consists of the maintenance of the cult and the celebration of the festivities, salaries of the servants and payment of due charges.

#### CHAPTER III

Art. 8 — The daily worship in the Devalaia will consist of the puja, nandadip and neivedya.

Art. 9 — On the day Pousha sudha chaturdashi there will be celebrated yearly the festivity of Zatra which will last two days.

On the first day there will be Dashavatari drama and on the second day Satyanarayana puja.

#### CHAPTER IV

##### Servants and their duties

Art. 10 — The duty of Bhat puzari is to perform all the ceremonies and other rites in the festivities and daily worshiping.

Art. 11 — Besides the Bhat puzari there will have more servants according to the needs of the service.

#### CHAPTER V

##### Other provisions

Art. 12 — Following are the charges of the acts of the cult:

Ekadasni .....	0.40 paise
Abhishek .....	0.50 paise
Abhishek Neivedya .....	1.25 paise

Art. 13 — Whoever performs at his own expenses in the said Devalaia the ceremony of Shri Satiyanarayan Puja will have to pay to the treasury of the Devalaia the amount of one rupee and twenty five paisa.

Art. 14 — Laws and regulations present and future will be observed by the Devalaia.

Art. 15 — The present Regulation shall come into force three days after its publication in the Government Gazette.

##### List of Mahajans

Vaikunth Raulu Xete Khalap, Jagannath Sadasiva Date, Ananta Raghunath Tople, Dinkar Yeshwant Koradkar, Sharad Sadashiv Manerkar, Ravindra Vasudev Sirsat, Srirang Pandurang Narvekar, Sarangdhar Subrai Natekar, Sitaram Ganapati Manerkar, Dharma Visnu Sapte, Vishnu Ganesh Chari, Vasudev Mahabaleshwar Faliekar, Dattarama Baburao Dhuri, Gopi Rama Usapkar, Datta Nagesh Naik, Tukaram Govind Dhavgekar, Mahadev Ananta Dhavgekar, Purushottam Mukunda Khorjuvenkar, Datta Fondu Manerkar, Pramod Purshottam Naik, Suria-

kant Vithal Thali, Ramakant Dattarama Shinde, Prabhakar Gavandalkar, Kripavant Shambu Langekar, Narayan Bhagvanta Langekar, Narayan Soma Yengurienkar, Tulsidas Kenaudekar, Tulshidas Atmarama Narvekar, Kashinath Ramachandra Prabhu, Mahabaleshwar Raghunath Manerkar, Bhikaro Arjun Haldankar, Subraya Vithal Divkar, Mahabaleshwar Divkar, Motilal Bombi Bandekar, Shamsundar Jairama Neugui, Datta Dhakuli Sirodkar, Raghunath Vithoba Pillankar, Pundalik Shankar Kannekar, Saulo Dhargalkar, Laxman Govind Natekar, Gajanana Vaman Sirsat, Datta Shankar Mhapsekar, Kashinath Shankar Mhapsekar, Krishnanath Tukaram Karekar, Damu Mahadev Narvekar, Dhondu Narayan Ambre, Mahabaleshwar Vithal Sawant, Pandurang Mangesh Langekar, Kamalakant Kashinath Tivrekar, Gajanana Shankar Shinde, Vaikunth Mhably Shinde, Shabi Dattarama Ratval, Sonu Atmarama Natekar, Dinanath Shabi Yende, Vithu Ananta Shinde, Yeshwant Natekar, Vinaik Pandurang Salvi, Ananda Vithoba Pillankar, Pandurang Nilkanth Kavlekar, Mahabaleshwar Visnu Palyekar, Tukarama Vithal Pokle, Mahabaleshwar Visnu Pokle, Sripada Tukarama Pednekar, Chandrakanta Chikhalkar, Umapanta Tukarama Dhavgecar, Namdeu Baburao Sirodkar, Balkrishna Nilkanth Subhedar, Ramakrishna Venkatesh Natekar, Venkatesh Vaikunt Natekar, Chandrakant Vithoba Pillankar, Nana Shantarama Nagvekar, Tukarama Baburao Desai, Shankar S. Prabhu, Mahadev Vithoba Pillankar, Shankar Atmarama Narvenkar, Kamal Yeshwant Sirodkar, Hanumant Mahadev Narvekar, Narayan Dhondu Bagaitkar, Vithal Rama Usapkar, Radha-krishna Purshottam Sirodkar, Ramachandra Devidas Mandrekar, Saularama Chondru Parab, Shanu Visso Vengurlekar, Dayananda Mahadeva Sarvankar, Kashinath Siva Dhargalkar, Namdev Fondu Tendulkar, Vinaik Fondu Tendulkar, Arvinda Harichondra Chikhalkar, Chandrakanta Rama Morajkar, Vishwanath Rama Nagvencar, Vaikunth Visnu Kavlekar, Sripada Vithoba Pillankar, Babusso Bhikaro Amonkar, Dharma Sagun Tendulkar, Dhondu Babalo Salgaocar, Shankar Krishna Barde, Gajanana Jayram Ajgaonkar, Jaganath Mahadev Gadekar, Rajarama Arjuna Haldanker, Ananta Rama Korgaokar, Sakharama Narayan Naik, Laxman Babal Naik, Gurudas Subraya Banaulikar, Baburao Laxman Aravandekar, Vinaik Rama Agerkar, Vaikunth Sagun Tendulkar, Dhananjaya Shiva Tendulkar, Dattarama Ragho Savant, Bhiku Naguesh Mayekar, Yeshwant Naguesh Mayekar, Pandurang Rama Gadekar, Rama Dhondu Kanolkar, Kanta P. Naik, Dinkar Balla Naik, Dinkar Tukarama Karapurkar, Dharma Ladko Kerker, Namdeu Rama Bandekar, Bhagvant Govinda Pednekar, Laxman Mahadev Korgaokar, Narendra Visnu Salgaonkar, Arjuna Visnu Salgaonkar, Arjuna Visnum Arabekar, Krishna Bhiku Ajgaonkar, Manohar Rama Ajgaonkar, Ladu Ramachandra Arolkar, Krishnanath P. Malvankar, Mahadev Krishna Narvekar, Arjuna Yeshwant Nagvenkar, Pandurang Rama Gadekar, Sudam Jayrama Naik, Baburao Ramachandra Kerker, Vassudev Soma Vengurlekar, Mahadev Tukarama Arolkar, Narayan Ganesh Salgaonkar, Dattarama Yeshwant Mashelkar, Manohar Narayan Naik, Ramanath Ladu Narvekar, Avadhut Visnu Porob, Govind Dhondu Hirve, Vinaik Govinda Naik, Digambar Vithal Borkar, Vinaik Rama Betkar, Suresh Vinaik Kavlekar, Kantilal Mahadeshwar, Raya Bhanu Kavlekar, Shanu Tukaram Kinalkar, Gajanana Sitarama Bhartu, Govind Narayan Pokle, Vishnu Kashinath Prabhu, Hanumant Kashinath Prabhu, Damu Mahadev Narvekar, Shamsundar

Ananta Mishal, Ramakrishna Ragunath Manerkar, Raghuvir Shambu Kavlekar, Gajanana Govinda Prabhu, Vasant Yeshwant Gavandalkar, Mahendra Vasant Gavandalkar, Jayram Vithoba Pillankar, Pandurang Rama Keni, Ananda Pangam, Ananda Vithal Thali, Tukarama Krishnanath Karekar, Amrut Yeshwant Vernekar, Bhagvant Fondu Tendulkar, Sadananda Vinaik Kamat, Ananda Sarangdhar Natekar, Dinkar Yeshwant Gaonkar, Mahadev Sarangdhar Natekar, Madhukar Raghuvir Keni, Shripad Nilu Falari, Chandrakant Fondu Tendulkar, Ranganath Yeshwant Naik, Pandurang Raghoba Borkar, Gurudas Kamalakant Bhartu, Vinaik Xete Nagvenkar, Yeknath Vithoba Pillankar, Nana Shantaram Parab, Chandrakant Rama Tivrekar, Ananda Rama Keni, Raghunath Ananta Tople, Vithal Sitaram Palyekar, Tukarama Jagannath Naik, Bhiku Navso Jalmi, Vinaik Yeshwant Naik, Keshav Vithu Barde, Mahabaleshwar Shankar Mhapsekar, Pandurang Vithal Pednekar, Ramachandra Ganesh Kor-gaonkar, Gopinath Atma Ajgaonkar, Tukarama Baburao Desai, Vithal Bhiva Vengurlekar, Visnu Raghuvir Salgaonkar, Babal Shridhar Bhagat, Narayan Krishna Arabekar, Prabhakar Kushta Arabekar, Narayan Pablo Gadekar, Shantaram Gunaji Chinalkar, Pandurang Nagesh Ajgaonkar, Sakharam Vithal Kaskar, Atmarama Gopinath Kalangutkar, Gajanana Mahadev Parsekar, Shivagi Siva Dhargalkar.

D. K. Das, Collector and Director of Civil Administration.

Panjim, 25th October, 1966.

#### Finance Department

##### Notification

FD/F.III/2-42/5157/66

In exercise of the powers conferred by section 9 of the Indian Stamp Act 1899 (2 of 1899) as extended to the Union Territory of Goa, Daman and Diu, the Lieutenant Governor of Goa, Daman and Diu is hereby pleased to remit the whole of the duty chargeable under the said Act on the bond executed by the Konkani Bhasha Mandal, Margao, Goa, in respect of the loan of Rs. 25.000/- raised by it from the Government, with the object of facilitating the publication of Konkani text-books.

N. Subramanian, Finance Secretary.

Panjim, 8th November, 1966.

#### Law Department

##### Notification

LD/Not/72/66

The following rules made by the Judicial Commissioner's Court of Goa, Daman and Diu are hereby published for general information.

Kant Desai, Under Secretary.

Panjim, 4th November, 1966.

Judicial Commissioner's Court of Goa, Daman and Diu

In exercise of powers vested in it by Section 30 of the Goa, Daman and Diu Civil Courts Act, 1965 (No. 16 of 1965), the High Court makes the following rules in regard to designations and duties of the ministerial Officers of the Civil Courts in the Union Territory of Goa, Daman and Diu.

Part I

District Court

Rule 1.—The ministerial staff of the District Court shall be designated as under:

- (i) Superintendent, (ii) Assistant Superintendent, (iii) Nazir, (iv) Bench Clerk, (v) Record Keeper, (vi) Copyist, (vii) Stenographer, (viii) Interpreter, (ix) Upper Division Clerk, (x) Lower Division Clerk, (xi) Bailiff, and (xii) Peon.

Superintendent

Rule 2.—(a) The Superintendent shall be generally in charge of the office of the District Judge and shall be responsible for its effective supervision and efficient administration.

(b) He shall receive plaints, appeals, applications and other miscellaneous petitions if authorised by the District Judge and place them before the latter for his orders.

(c) He shall, in addition, carry on all the duties which he has been discharging upto the date these rules come into operation.

Assistant Superintendent

Rule 3.—The Assistant Superintendent will discharge such functions as may be assigned to him by the Superintendent with the sanction of the District Judge besides those assigned to him before the date these rules come into operation.

Nazir

Rule 4.—(a) The Nazir shall work as Accountant of the District Court. He shall be personally responsible for correct maintenance of the accounts and safe custody of the cash.

(b) He shall furnish security, personal or cash, in the sum of Rs. 5000/- undertaking to render full and complete accounts of the cash received and disbursed by him. If the security is furnished in cash the amount shall be deposited in the Post Office and the interest earned shall be credited to Nazir's account.

(c) He shall also maintain a stock register in which entries about the furniture and other articles of the Court shall be made. The Nazir shall be responsible for the safe custody of all such items.

Bench clerk

Rule 5.—(a) The Bench Clerk shall help the District Judge in the disposal of the daily cause-list.

(b) He shall also be responsible for preparing the vernacular record under the supervision of the District Judge if and when required.

(c) It shall be the duty of the Bench Clerk to prepare the decree sheets and memoranda of costs.

Record keeper

Rule 6.—(a) The Record Keeper shall be incharge of the files of the decided cases of the District Court and be personally responsible for their safe custody.

(b) He shall maintain a register in which entries in regard to all the files consigned to the Record-room shall be made. The register shall be kept in the form No. (1) given at the end of these rules.

Copyist

Rule 7.—(a) The Copyist shall be incharge of the copying department of the District Court. He shall, if necessary, be provided with one or more assistants who shall discharge such functions as may be assigned to him or them by the Copyist under the directions of the District Judge.

(b) The Copyist shall be responsible for keeping regular records of the applications made, together with the date of their presentation, the date on which the copies are issued and the amount of the fee charged.

The fee shall actually be collected by the Nazir of the Court and he shall be responsible for maintaining the accounts.

Stenographer

Rule 8.—He shall discharge the functions of Stenographer of the Court besides such other duties as may be assigned to him by the District Judge.

Upper Division Clerks

Rule 9.—(a) One of the senior U. D. Clerks shall be appointed by the District Judge as overall incharge of the pending judicial files of all categories. He shall be responsible for entering them in the appropriate registers, for their upto date maintenance and for issuing of processes, writs and warrants in compliance with the court orders. He shall be known as Roznama Clerk.

(b) This Roznama Clerk shall, if necessary, be assisted by one or more clerks who shall do such work as may be assigned to him or them by the former.

Lower Division Clerk

Rule 10.—He should do such work as may be assigned to him by the District Judge.

Bailiff

Rule 11.—(a) The bailiff shall execute the processes and warrants of attachment and arrest issued by the District Court.

(b) He shall furnish security, personal or cash, in the sum of Rs. 1000/- undertaking to render full and complete account of the cash realised by him. If the security is furnished in cash, the amount shall be deposited in the post office and the interest earned shall be credited to Bailiff's account.

Peon

Rule 12.—The peon shall carry out such duties as may be assigned to him by the District Judge.

**Residuary**

Rule 13.—If a question or doubt arises in whose sphere of duties a particular job falls, the District Judge will pass appropriate orders.

**FORM No. 1**

(Vide Rule 6)

Sr. No.	No. and year of suit, appear? or miscellaneous application together with names of parties	Date of decision	No. of papers in the case as per Roznama	No. of papers filed after decision
1	2	3	4	5

No. of exhibits not to be destroyed	Date of receipt	Shelf or cupboard	No. and year of appeal if any	Date of destruction	If destroyed to what extent	Remarks
6	7	8	9	10	11	12

**PART II****Civil Courts**

Rule 14.—The ministerial staff of the Civil Courts shall be designated as under:

- (i) Clerk of Court, (ii) Bench Clerk, (iii) Nazir, (iv) Record Keeper, (v) Interpreter, (vi) Roznama Clerk, (vii) Assistant Roznama Clerk, (viii) Execution Clerk, (ix) Copyist, (x) Assistant Copyist, (xi) Despatcher, (xii) Bailiff and (xiii) Peon.

**Note:** If the volume of office work in any Civil Court so justifies, an Head Clerk, in addition, may be appointed.

**Clerk of Court**

Rule 15.—(a) The clerk of Court shall be generally in charge of the office of the Civil Court and shall be responsible for its effective supervision and efficient administration.

(b) He shall receive plaints, appeals, applications and other miscellaneous petitions if authorised by the Presiding Officer of the Court and place them before the latter for his orders.

**Bench Clerk**

Rule 16.—(a) The Bench Clerk shall help the court in the disposal of the daily cause-list.

(b) He shall also be responsible for preparing the vernacular record under the supervision of the Subordinate Judge if and when required.

(c) It shall be the duty of the Bench Clerk to prepare the decree sheets and memoranda of costs.

**Nazir**

Rule 17.—(a) The Nazir shall work as Accountant of the Court. He shall be personally responsible for correct maintenance of the accounts and safe custody of the cash.

(b) He shall furnish security, personal or cash, in the sum of Rs. 5,000/- undertaking to render full

and complete accounts of the cash received and disbursed by him. If the security is furnished in cash the amount shall be deposited in the Post Office and the interest earned shall be credited to Nazir's account.

(c) He shall also maintain a stock register in which entries about the furniture and other articles of the Court shall be made. The Nazir shall be responsible for the safe custody of all such items.

**Record Keeper**

Rule 18.—(a) The Record Keeper shall be in charge of the files of the decided cases of the Court and be personally responsible for their safe custody.

(b) He shall maintain a register in which entries in regard to all the files consigned to the Record-Room shall be made. The register shall be kept in the form no. 1 given below Rule 13 in Part 1.

**Interpreter**

Rule 19.—(a) He shall discharge functions appropriate to his office, do the translation of documents, and discharge such other functions as may be assigned to him by Presiding Officer of the Court.

(b) He shall be in charge of the library of the Court and personally responsible for loss of any book or journal.

**Roznama Clerk**

Rule 20.—(a) The senior most excrivao of the Court shall be known as the Roznama Clerk. He shall be in overall charge of the pending judicial files of all categories. He shall be responsible for entering them in the appropriate registers, for their upto date maintenance and for issuing of processes, writs and warrants in compliance with the Court orders.

(b) The Roznama Clerk shall be assisted, if necessary, by one or more excrivaes to be called Assistant Roznama Clerks.

**Asst. Roznama Clerk**

Rule 21.—He shall do such work as may be assigned to him by the Roznama Clerk subject to approval of the Presiding Officer of the Court.

**Execution Clerk**

Rule 22.—(a) He shall be in charge of the execution work of the Court and the connected matters. He shall prepare the warrants and processes in accordance with the directions given by the Court.

(b) He shall be responsible for safe custody of the execution and connected files and for their proper entry in the appropriate registers.

**Copyist**

Rule 23.—(a) The Copyist shall be in charge of the copying department of the Court. He shall, if necessary, be provided with one or more assistants who shall discharge such functions as may be assigned to him or them by the Copyist under the directions of the Presiding Officer of the Court.

(b) The Copyist shall be responsible for keeping regular records of the applications made, together with the date of their presentation, the date on which the copies are issued and the amount of the fee charged.

The fees shall actually be collected by the Nazir of the Court who shall be responsible for maintaining the accounts.

#### Assistant Copyist

Rule 24.—He shall do such work as may be assigned to him by the Copyist under the direction of the Presiding Officer of the Court.

#### Correspondence Clerk

Rule 25.—(a) He shall be incharge of the inward and outward correspondence register and responsible for making entries therein of that correspondence.

(b) He shall maintain an account of the postage stamps.

(c) He shall also work as a clerk for inspection of the Court records, pending as well as decided.

(d) He may be assigned such other duties as the Presiding Officer of the Court deems fit.

#### Bailiff

Rule 26.—(a) The bailiff shall execute the processes and warrants of attachment and arrest issued by the Court.

(b) He shall furnish security, personal or cash, in the sum of Rs. 1,000/- undertaking to render full and complete account of the cash realised by him. If the security is furnished in cash, the amount shall be deposited in the Post Office and the interest earned shall be credited to Bailiff's account.

#### Peon

Rule 27.—The peon shall carry out such duties as may be assigned to him by the Judge.

#### Head Clerk

Rule 28.—When Head Clerk is appointed at any station, he shall discharge the functions of clerk of Court as given in Rule 15 above in respect of all the subordinate Civil Courts at that station.

#### Residuary

Rule 29.—If a question or doubt arises in whose sphere of duties a particular job falls, the Presiding Officer of the Court shall pass appropriate order and that shall be binding on all concerned.

*V. S. Jetley*, Judicial Commissioner.

*R. S. Bindra*, Additional Judicial Commissioner.

#### Notification

LD/NOT/73/66

The following rules made by the Judicial Commissioner's Court of Goa, Daman and Diu are hereby published for general information.

*Kant Desai*, Under Secretary.

Panjim, 8th November, 1966.

Judicial Commissioner's Court of Goa, Daman and Diu, Panjim (Goa)

In exercise of the powers conferred by Section 31 of the Goa, Daman and Diu Civil Courts Act, 1965

(Act 16 of 1965), the High Court makes the following rules for keeping and recording the proceedings of each Civil Court situated in the Union Territory of Goa, Daman and Diu:

Rule 1.—The records of the proceedings shall be grouped as under:

#### Group I:

- (a) All regular suits,
- (b) Proceedings under the Payment of Wages Act, Workmen's Compensation Act, and Lunacy Act; and
- (c) Such other proceedings or cases as the High Court may, from time to time, specify.

#### Group II:

- (a) Proceedings in execution of decrees;
- (b) Small causes suits;
- (c) Miscellaneous proceedings not included in group I.

Rule 2.—The record of every proceeding in Group I shall be arranged and kept in the following manner:

Record 'A' shall contain in the order mentioned below:

- (a) Plaintiff, written statement and other pleadings;
- (b) Memorandum of issues;
- (c) Depositions and statements;
- (d) Judgment or final orders;
- (e) Documents admitted in evidence;
- (f) Preliminary and final decrees; and
- (g) Any other document which the Presiding Judge may include.

Record 'B' shall contain in the order mentioned below:

- (a) Roznama of Proceedings;
- (b) Miscellaneous petitions, the replies thereto and the orders made thereon;
- (c) Summons or notices with return thereof in cases in which an *ex-parte* order is passed against the defendant or respondent;
- (d) Copy of judgment, decree or order passed in appeal or revision, if any;
- (e) Documents not exhibited;
- (f) Powers of Attorney; and
- (g) Vakalathamas and memos of appearance.

Record 'C' shall contain in the order mentioned below:

- (a) All summonses or notices excepting those mentioned at (c) as forming part of record 'B';
- (b) Warrant of attachment before judgment;
- (c) Lists of witnesses and documents;
- (d) Petitions relating to attendance of witnesses or adjournments or calling for and sending papers or records;
- (e) Interlocutory proceedings and other papers not specifically included in record 'A' or record 'B', and
- (f) Addresses of the parties.

Rule 3.—The record of every proceeding in Group II shall consist of two files marked 'B' and 'C'. File 'B' shall contain the papers specified and included in record 'A' and 'B' of Group I. All other papers shall be put in the record 'C'.

Note: The objection petitions filed under order XXI, rule 58, and those filed under sections 47 and 60, of the Civil Procedure Code of India, 1908, shall be maintained separately from the relevant execution file. But the records of such petitions shall be kept in a single file, marked B/I and B/II, respectively.

Rule 4.—The arrangement of the records of the proceedings and the distribution of the papers should start with the date of institution of the suit or proceeding and this process shall continue until the suit or proceeding is disposed of.

Rule 5.—Each record shall have prefixed to it a title page with the following headings and appropriate entries against or under those headings shall be made by the Roznama Clerk of the Court:

1. Name of the Court.
2. Case number.
3. Names of Parties with their description.
4. Date of decision.
5. Numbers of exhibits included in the file.
6. Category of the file (as 'A', 'B' and 'C' or B/I or B/II).

Rule 6.—The following rules should be observed in marking and preparing exhibits recorded in the Court.

(a) All document, including applications and affidavits, except those not admitted in evidence, and the depositions of witnesses shall be serially exhibited. The exhibit number should be marked in large figures in red ink on the top of the outer sheet.

(b) All exhibits except original document should as far as possible be of foolscap size.

(c) Exhibits of smaller size should be attached to a sheet of foolscap size.

(d) Where an exhibit consists of more sheet of paper or documents than one, the number of such sheets or documents should be shown in brackets below the number of the exhibit.

(e) Where an exhibit is too bulky or awkward to be included in the file of exhibits, a sheet of a foolscap size should be placed in the file indicating the number of the exhibit and of what it consists and stating that the particular exhibit is separately kept.

(f) Whenever an exhibit has been removed a sheet of foolscap size should be inserted stating the number of the exhibit removed and the purpose for which it has been removed and the name of the person or the designation of the officer in whose custody it is or if removed and entered as an exhibit in another case, its number in that case.

(g) When a succession certificate or a power-of-attorney is produced, it need not, unless the Court requires it, be filed. If it is not filed, it may be returned after inspection; but a note thereof should be made in the Roznama and the fact of the production en-

dorsed on the document over the signature of the Judge or Clerk of the Court.

V. D. Jetley, Judicial Commissioner.

R. S. Bindra, Additional Judicial Commissioner.

The following rules are framed by the High Court in exercise of the powers conferred on it by Section 32 of the Goa, Daman and Diu Civil Courts Act, 1965 (No. 16 of 1965):

Rule 1.—These rules may be cited as 'Rules for Licencing of Petition-Writers and Cognate matters'.

Rule 2.—These rules shall come into force on the day they are published in the Government Gazette.

Rule 3.—In these rules the expression 'High Court' means the Judicial Commissioner's Court for Goa, Daman and Diu; and the expression 'Government Gazette' means the Gazette published by the Government of the Union Territory of Goa, Daman and Diu.

Rule 4.—(i) The District Judge may, from time to time by notification duly published in the Government Gazette, direct that from such date as he may prescribe these rules shall be in force in all or any of the Civil Courts of the district (other than Mamlatdar's Courts) and may by like notification suspend their operation in any such court.

(ii) When the rules are in force in any court, no person other than a duly qualified lawyer or his clerk shall be permitted to prepare or write pleadings, applications, affidavits, or any other legal documents within the precincts of such Court unless he shall first have obtained from the Presiding Judge a petition-writer's licence. Any one breaking this rule shall be liable to a fine not exceeding Rs. 50/- which may be inflicted by the Presiding Judge with an appeal to the District Judge if he has not himself inflicted the penalty; and when the District Judge has inflicted the penalty, the appeal shall lie to the High Court.

(iii) The District Judge shall in consultation with the Presiding Judge fix the maximum number of petition-writers to be licenced in each Court.

(iv) No such licence shall be granted to any clerk, bailiff or peon in the service of Government or to the clerk of any lawyer practising in the district.

(v) The applicant for licence should not be less than 25 years in age on the date he applies for it, and his educational qualification on that date should not be less than matriculation or some equivalent qualification. The applicant should have good working knowledge of the language of the Court where he wants to work and also of English.

(vi) Every applicant for a licence shall produce two certificates of good character from Gazetted Officers or other respectable gentlemen known to the Presiding Judge.

(vii) Subject to the provisions of sub-rule (iii) the Presiding Judge may in his discretion issue to selected applicants licences in the form given below which shall remain in force till suspended or cancelled by competent authority. Temporary licences may be issued to fill temporary vacancies.

(viii) Every licensed petition-writer shall attend the Court daily during office hours and shall not absent himself without leave. He shall charge such fees only as may be sanctioned by the Presiding Judge not exceeding the scale hereto annexed. He shall subscribe his name on every document written by him and shall note thereon the date on which it is written and the fee charged. He shall keep a register in the following form and shall show it to the Presiding Judge when required:—

Sr. No.	Date	Client's and opponent's name, if any, together with their particulars	Name of document written (e.g., plaint, af- fidavit, etc.)	Fee charged	Signature or thumb impression of the person at whose instance prepared
1	2	3	4	5	6

(ix) No licenced petition-writer shall act as a law tout or receive any fee for introducing clients to lawyers.

(x) No licenced petition-writer shall directly or indirectly bid for any property sold at a Court sale.

(xi) The District Judge may, by written order, fine, suspend or dismiss any petition-writer guilty of misconduct. The fine will not exceed Rs. 50/-. Before passing any such order or fine, suspension or dismissal, the District Judge shall give the petition-writer a reasonable opportunity to explain his stand. The order for suspension or dismissal of any petition-writer and the imposition of fine exceeding Rs. 10/- on him shall be subject to appeal in the High Court.

(xii) The Presiding Judge of a Court may, by written order, fine or suspend any petition-writer working in his Court on the charge of misconduct. The fine shall not exceed Rs. 25/-. All punishments, excepting that of fine not exceeding Rs. 5/-, inflicted by the Presiding Judge of any Court subordinate to the District Court shall be subject to appeal to the District Judge.

#### FORM OF LICENCE TO PETITION-WRITER

In the Court of

To

You are hereby appointed a petition-writer in the Court of ... subject to the rules framed by the High Court in this respect.

Seal.

Civil Judge.

#### MAXIMUM SCALE OF FEES

##### 1. Plaintiff or written statement ...

Rs. Ps.

- (a) In a suit of the nature of a small cause where no second appeal lies and in a suit for rent or arrears of land revenue. 1-50
- (b) In all other suits. 3-00

The fee shall include the preparation of one spare copy of the plaintiff or written statement for delivery to the opposite party.

##### 2. Memorandum of Appeal (Regular and Miscellaneous):—

- (a) In a suit described in clause 1 (a) and against orders (Section 104, and Order XLIII, rule 1, Civil Procedure Code). 1-50
- (b) In a suit described in clause 1 (b) 3-00

##### 3. Memorandum of objections under ... Order XLII, rule 22, Civil Procedure Code. 1-50

##### 4. Applications:—

- (a) For execution of a decree in a suit under clause 1(a). 0-50
- (b) For execution of a decree in a suit under clause 1(b). 1-00
- (c) Not otherwise provided for. 1-00

##### 5. Any other legal document, such rate as may be agreed on, or in the absence of agreement. 2-00

##### 6. In the case of English copies for every 25 words or fraction thereof. 0-10

##### 7. In the case of copies in regional language for every 33 words or fraction thereof. 0-10

V. S. Jetley, Judicial Commissioner.

R. S. Bindra, Addl. Judicial Commissioner.